



Somerset Armed Forces Day CIC

Company number 13516007

EQUALITY POLICY

Version 2026.final

Agreed by the executive committee February 2026

Review Cycle: Annual

1. EQUALITY POLICY STATEMENT

- a. The Armed Forces Day Committee recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Committee and its staff to use the skills of the total team. It is the aim of the committee to ensure that no stall/display holder receives less favourable facilities or treatment (either directly or indirectly) on grounds of age, disability, gender, gender reassignment, marriage, civil partnership, pregnancy maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).
- b. Our aim is that our committee will be truly representative of all sections of society and each member feels respected and able to give of their best.
- c. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our committee.
- d. All staff will be treated fairly and with respect.
- e. Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Committee's goods and services.
- f. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

2. OUR COMMITMENT is

- a. To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- b. The visitor's environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- c. Training, development, and progression opportunities are available to all staff.
- d. To promote equality at the event which we believe is good management practice and makes sound event sense.
- e. We will review all our inclusion practices and procedures to ensure fairness. Breaches of our equality policy will be regarded as misconduct and are not acceptable.
- f. The committee fully supports this policy.
- g. The policy will be monitored and reviewed regularly.

3. RESPONSIBILITIES OF COMMITTEE

- a. Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the committee and staff who will ensure that they operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:
- b. all their staff are aware of the policy and the arrangements, and the reasons for the policy.
- c. grievances concerning discrimination are dealt with properly, fairly, and as quickly as possible.
- d. proper records are maintained. (Occurrence Book at the information marquee)
- e. The committee will be responsible for monitoring the operation of the policy in respect of all staff at each event.

4. RESPONSIBILITIES OF STAFF

- a. Responsibility for ensuring that there is no discrimination rests with all staff and the attitudes of staff are crucial to the success of the event. All members of staff should:
- b. comply with the policy and arrangements.
- c. not discriminate in their day-to-day activities or induce others to do so.
- d. not victimise, harass, or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- e. ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- f. inform their committee if they become aware of any discriminatory practice.

5. THIRD PARTIES

- a. Third-party harassment occurs where an Armed Forces Day Committee employee or volunteer is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or stall/display holders.
- b. Armed Forces Day Committee will not tolerate such actions against its staff, or visitors. The Committee will fully investigate and take all reasonable steps to ensure such harassment does not happen again. In extreme circumstances the stall/display holder or visitor may be asked to leave the event.

6. RELATED POLICIES AND ARRANGEMENTS

- a. All event policies and arrangements have a bearing on equality of opportunity. The Committee policies will be reviewed regularly, and any identified discriminatory elements removed.

7. RIGHTS OF DISABLED PEOPLE

- a. The Committee attaches equal importance to the needs of disabled people.
- b. Under the terms of this policy, managers are required to:
- c. make reasonable adjustment to account for staff/visitors who are disabled,
- d. give full and proper consideration to disabled people who attend our event, having regard to making reasonable adjustments for their aptitudes and abilities to allow them to be able and enjoy the event.

8. EQUALITY TRAINING

- a. A series of briefing sessions will be held for staff on equality issues. These will be repeated, as necessary.
- b. Training will be provided for managers on this policy and the associated arrangements.

9. MONITORING

- a. The Committee deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the event.
- b. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.
- c. The system will involve the routine collection and analysis of information on staff/Visitors by gender, marital status, ethnic origin, sexual orientation, religion /beliefs.
- d. Where appropriate equality impact assessments will be conducted on the results of monitoring to ascertain the effect of the Committee policies and action may have on those who experience them.
- e. The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- f. If monitoring shows that the Committee, or areas within it, are not representative, or that sections of our staff are not progressing properly within the Committee, then an action plan will be developed to address these issues. This will include a review of our event procedures. Committee policies and practices as well as consideration of taking legal considerations.

10. REVIEW

- a. The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the committee.